

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814  
(916) 445-7046



September 12, 1986

ALL-COUNTY LETTER NO. 86- 89

To: ALL-COUNTY WELFARE DIRECTORS

SUBJECT: ACCURATE AND TIMELY FOOD STAMP PROGRAM FISCAL REPORTS

This is to remind you of the importance of and legal requirements for accurate and timely Food Stamp (FS) Program fiscal reports.

The Food and Nutrition Service (FNS) recently advised the State Department of Social Services (SDSS) that the timeliness and quality of all program reports is one of their very high priorities. During the first half of 1986, the United States Department of Agriculture completed two reviews of the FS Program. Both reviews identified problems with the timeliness and accuracy of reports that were sent to FNS. Particular concern was expressed regarding the lack of timeliness of DFA-209 reports. In addition, SDSS has been advised that continued funding for the FS Program is contingent on FNS providing regular reports to Congress on program activities and expenditures.

Failure to submit accurate and complete reports by the required due dates may result in a suspension or disallowance of the federal share of the State agency's administrative funds (7 CFR 276.1(a)(3)). If withholding of federal advance funds occurs and there is a shortage of money to prepare and pay county advances, counties responsible for the reduction will be liable pursuant to Section 18905 of the Welfare and Institutions Code:

"In the event that the United States Department of Agriculture makes a final determination to reduce federal funding of the Food Stamp Program due to issuance errors or improper or inadequate county administration of the program, the county or counties responsible for such reduction shall be liable for the amount thereof in accordance with standards adopted by the Director of Social Services."

GEN 654 (9/86)

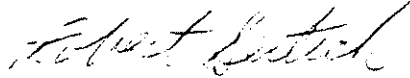
The following report due dates have been established to comply with the federal FS Program requirements:

Report Number	Name of Report	Date Due to SDSS	Applicable ACL(s)	State Regulations Citation	Code of Federal Regulations Citation
FNS-46	ATP Reconciliation Report	Within 60 days after the end of the month	82-22 83-28	63-706.3	7 CFR 274.8(5)
FNS-250*	Food Coupon Account-ability Report	Within 45 days after the end of the month	82-22 83-28 84-02	63-705.6	7 CFR 274.8(2)
FNS-259*	Food Stamp Mail Issuance Report	Within 45 days after the end of the quarter	84-49	63-707.13	7 CFR 274.8(3)
DFA-209	Status of Claims Against Households	Within 30 days after the end of the quarter	82-22 84-51	63-801.821	7 CFR 273.18 (h)(2)

SDSS has very little time to prepare these FS Program fiscal reports. For this reason it is critical that counties be timely in submitting FS reports to SDSS. All of the above FS reports should be sent to the Fiscal Policy and Procedures Bureau, State Department of Social Services, 744 "P" Street, MS 8-300, Sacramento, CA 95814.

\*This report is sent by the counties to SDSS with a concurrent copy to FNS, Western Region, Financial Management Section, 550 Kearny Street, Room 400, San Francisco, CA 94108.

If you have any questions regarding the reporting requirements outlined in this All-County Letter, please contact Ms. Jan Johnson in the State Department of Social Services, Fiscal Policy and Procedures Bureau at (916) 324-2330.



ROBERT T. SERTICH  
Deputy Director  
Administration

cc: CWDA